

POSITION DESCRIPTION

Director of Mentoring & Tutoring

This position is being posted both internally and externally through Thursday August 4, 2011.
Interested candidates must submit a letter of interest and current resume for consideration.
Interviews will begin the week of August 8, 2011.

Reports To: EXECUTIVE DIRECTOR

Exempt Position: Yes

**Supervisory: Volunteers, Mentor & Tutors,
Functional Guidance and Training for Site
Coordinators, and Administrative Ass'ts.**

POSITION SUMMARY:

Responsible for the recruitment, screening, selection, training and matching of a wide variety of volunteers to work in school settings to address the learning readiness and learning support needs of students. Provides a strong administration/organizational component for the volunteer program of the organization, including documentation, tracking, measuring, evaluating, communication and coordination on behalf of the organization. Represents the organization in various community venues that are or may be a source of volunteer support. Develops new partnerships with businesses to engage them in supporting the schools. Organizes and oversees events that recruit and recognize volunteers and partners.

Is responsible for resource recruitment and development for mentoring/tutoring. Represents the organization in those specialty areas in developing and sustaining partnerships and advocating for resources.

WORKING CONDITIONS:

Normal working conditions where there is no physical discomfort due to temperature, dust, noise and the like. Occasionally lifts average 15 pound boxes of supplies, materials, etc. to waist high level. Ability to drive plus the availability of a vehicle to use for getting to and from meetings, other events and for the occasional transport of providers, students and/or families. Valid Michigan driver's license and the ability to obtain necessary auto insurance for the above purposes. Must be able to observe and hear students, staff and providers across a wide range of settings and interpret those observations for the purpose of evaluation, monitoring and service modifications. Must be able to work occasional evenings, weekends and/or early mornings in order to cover work responsibilities.

DUTIES AND RESPONSIBILITIES:

- _____ Establishes and maintains productive working relationships with all members of the CIS partnership, including school personnel, the faith community, higher education resources, service organizations and staff, business and other resources.
- _____ Provides leadership, guidance, consultation and motivation to all participants with a particular priority for business and faith partnerships. Conducts a wide range of effective recruitment activities with specified organizations including class presentations, service club presentations, participation in business and faith organizations, events, fairs, etc.
- _____ Assists with the development and maintenance of an effective tracking/data collection and reporting system for volunteers within CIS. Trains and supervises administrative support staff and others in the utilization of volunteer tracking mechanisms. Develops, coordinates and presents reports to various stakeholders regarding volunteer involvement. Performs or ensures tracking and data collection functions to ensure evaluation, program improvement and accountability. Uses data base software and other available tools.
- _____ Works with Directors, Site Coordinators and other appropriate personnel to determine specific needs for volunteer support, makes arrangements for events that utilize volunteers (e.g. Bagels 'n Books) and to match individual volunteers and partner organizations. Conducts periodic monitoring to ensure effective utilization of volunteers, Mentors and Tutors at each school. Assures effective coordination and communication for the effective placement of volunteers, business and faith partners.
- _____ Assures an appropriate and effective system of volunteer screening according to organization policy, including criminal background checks, volunteer applications on file for each volunteer, etc. Assures effective risk management practices for the protection of students and schools.

- _____ Develops and distributes appropriate promotional materials for the recruitment and training of volunteers and business/faith partnerships.
- _____ Plans, develops and implements effective orientation and training for volunteers and business and faith partners. Ensures that all partners are oriented to the CIS mission, philosophy and goals.
- _____ Exhibits a commitment to the values expressed in CIS mission and vision and creates and maintains a positive CIS image. Demonstrates the ability to interact in a positive and helpful manner with all customers both internally and externally. Reflects commitment to building a supportive work environment and maintains a positive attitude at the work place and toward his/her job.
- _____ Has primary responsibility for designated specialty areas---business partner engagement, growing faith partners and mentoring and tutoring practices. Assists with the procurement of resources to meet student/family/school/partner needs in those arenas. May include obtaining new provider partnerships, grant writing or overseeing special projects or events.
- _____ Plans and implements effective volunteer recognition events and activities.
- _____ Maintains the confidentiality of all CIS related information.
- _____ Participates in community awareness and public relations activities for CIS. Plans and implements special events. Assists with marketing and promotion of KCIS, particularly within designated specialty areas.
- _____ Understands and embraces diversity and inclusiveness in thought, word, and actions. Exemplifies these values.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- _____ Bachelor degree in human services, public administration, education or related area plus a minimum of three years of experience working with children, adolescents and families and a well-developed knowledge base on the needs/issues of children and families. Masters degree preferred. Supervisory or management experience highly desirable. Advanced knowledge in applicable service domain area, e.g. tutoring, mentoring, business development, mental health, health care, etc.
- _____ Knowledge and experience with a wide range of community resources including human services, healthcare, education, recreation, employment and basic needs necessary. Advanced understanding of complex organizations and service delivery systems and how they function. Ability to design cooperative structures and methods for multi-agency involvement in services.
- _____ Ability to interpret, comprehend and transmit complex and detailed instructions in order to plan and perform job duties. Ability to pay close attention to and manage details while maintaining a focus on the big picture and longer-term program goals. Ability to organize, prioritize and work independently as well as schedule and produce work in a timely manner. A demonstrated capacity to manage many projects and activities simultaneously
- _____ Requires experience with personal computers and proficiency using word processing software, spreadsheets, the internet, electronic mail, and data bases.
- _____ Excellent oral and written communication skills, as well as interpersonal skills, to interact effectively with volunteers, team members, the public, peers, etc. Strong leadership and relationship skills with a demonstrated ability to develop partnerships with agencies, professionals, parents and other stakeholders.
- _____ Ability to exercise good judgment, discretion, integrity, and knowledge of organizational policies and procedures and to effectively convey such information to others.
- _____ Ability to supervise others in an effective manner, on both a formal basis (supervisory responsibility and authority) and on an informal basis (responsibility and need with no authority).